



COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
Los Angeles, California 90063



United We Stand

JOAN OUDERKIRK
Director

TELEPHONE: (323) 267-2101
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September 10, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**EXECUTE APPLICATION TO RENEW PARTICIPATION IN FEDERAL
SURPLUS PROPERTY PROGRAM
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the resolution on the attached Eligibility Renewal Application - Federal Surplus Property Program, authorizing specified County employees to acquire federal surplus property;
2. Instruct the Executive Officer of the Board to execute two copies of the attached Eligibility Renewal Application – Federal Surplus Property Program;
3. Instruct the Director of the Internal Services Department (ISD) to process the Application with the State of California, Department of General Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Participation in the Federal Surplus Property Program allows the County to acquire surplus equipment and supplies at considerable savings. Periodically, agencies in the program must renew their application. ISD has worked with County departments to update the list of designated employees authorized to purchase Federal surplus property. The revised departmental list and appropriate documents are on file with Internal Services Department's County Surplus Property Program Coordinator. Adoption and execution of the renewal application will ensure the County's continued participation in the program.

Implementation of Strategic Plan Goals

The recommended action will promote and further the County's organizational effectiveness improving internal operations and the quality of essential services that benefits departments both financially and operationally.

FISCAL IMPACT/FINANCING

Approval of these recommendations result in no additional County costs. There may be resultant savings by purchasing Federal surplus property instead of new property in the categories of furniture, office equipment, and vehicles. County departments pay directly for any surplus property acquired through the program from their operating budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Regulations governing the Federal Surplus Property Program require participating agencies to periodically renew their application to maintain eligibility. The application includes the list of County employees eligible to purchase Federal surplus property for their departments, and requires approval of the Board of Supervisors. Adoption and execution of the renewal application will ensure the County's continued participation in the program.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This renewal for the Federal Surplus Program will have a positive impact on current services offered to the County departments. It will enhance departments' ability to purchase new and used equipment and supplies at a considerable savings.

CONCLUSION:

Upon the Board's approval, Internal Services Department requests the two individually certified and signed copies of the renewal forms and two adopted stamped copies of the certified Board-adopted letter be sent to: Internal Services Department, Attention: Mary Catt, County Surplus Program, 1100 N. Eastern Ave., G105, Los Angeles, California 90063.

Internal Services Department will process the renewal application with the Department of General Services, State of California.

Respectfully submitted,



Joan Ouder Kirk
Director

JO:DB:mlc

Attachments (2)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller

**ELIGIBILITY RENEWAL APPLICATION
FEDERAL SURPLUS PROPERTY PROGRAM**

Name of organization COUNTY OF LOS ANGELES Telephone 323-267-2578
Address 1100 N. EASTERN AVE., G105 City LOS ANGELES County L.A. ZIP 90063

Organization is a:

PUBLIC AGENCY X

- A. Conservation
- B. Economic Development
- C. Education
- D. Parks and Recreation
- E. Public Health
- F. Public Safety
- G. 2 or more listed
- H. Other (includes library/museums)
- I. Homeless Program

NONPROFIT AGENCY _____

- J. Private Education
- K. Private Health
- L. Older Americans Act for Sr. Citizens
- M. Homeless Program

NOTE: Categories J-K-L-M
Number of sites . _____
Enrollment or number of clients served _____

RESOLUTION

"BE IT RESOLVED by the Governing Board, OR by the Chief Administrative Officer of those organizations which do not have a governing board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire federal surplus property from the California State Agency for Surplus Property under the Terms and Conditions listed on the reverse side of this form."

NAME--(Print or type)	TITLE	SIGNATURE
<u>Appropriate documents and</u>	<u>departmental lists of authorized employees on file</u>	
<u>with Internal Services Department's County Surplus</u>	<u>Property Program Coordinator.</u>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED this _____ day of _____, 19____, by the Governing Board of _____ by the following vote:

Ayes: _____; Noes: _____; Absent: _____.

_____, Clerk of the Governing Board of _____ do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a _____ meeting thereof held at its regular place of meeting at the date and by the vote above stated, which resolution is on file in the office of the Board.

(Signed) _____

OR

AUTHORIZED this _____ day of _____ 19____ by:

Name of Chief Administrative Officer

(Signed) _____

FOR STATE AGENCY USE

Application approved: _____ Application disapproved: _____

Comments or additional information: _____

Date: _____ Signed: _____

(Title)

**ELIGIBILITY RENEWAL APPLICATION
FEDERAL SURPLUS PROPERTY PROGRAM**

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Address 1100 N. EASTERN AVE., G105 City LOS ANGELES County L.A. ZIP 90063

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NAME—(Print or type)	TITLE	SIGNATURE
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<u>with Internal Services Department's</u>	<u>County Surplus Property Program</u>	<u>Coordinator.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED this _____ day of _____, 19 _____, by the Governing Board of _____ by the following vote:

Ayes: _____; Noes: _____; Absent: _____.

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Name of Chief Administrative Officer

(Signed) _____

FOR STATE AGENCY USE

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